

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-517-92-1	DATE RECEIVED 2/24/92
1. FROM (Agency or establishment) BOARD FOR INTERNATIONAL		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION BROADCASTING			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>KAY Ainsworth</i>	5. TELEPHONE <i>254-8040</i>	DATE <i>2/14/92</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>2/6/92</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kay Ainsworth</i>	TITLE <i>Administrative Officer</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p style="text-align: center;">GENERAL</p> <p><u>Radio Files</u>. Arranged alphabetically by subject. Correspondence, reports, memorandums, telegrams, analyses, reviews, notes, minutes of meetings, clippings, briefing materials, and other types of documentation. Files cover basic operations of the Board from 1973 through 1990.</p> <p>Volume on hand: 30 feet Annual accumulation: 0</p> <p>PERMANENT. Transfer to WNRC immediately. Transfer to the National Archives when 20 years old.</p> <p style="text-align: right;"><i>Changes to items 3, 7, 8, and 10 made per letter of 2/2/93 from the Board for International Broadcasting - SA Lane Hunt, NIRM 3/2/93</i></p> <p><i>Revised schedule sent to agency + NCF 3/2/93</i></p> <p><i>Copies sent to agency - NW, W, NNT, NCF, NIA 7/17/92</i></p>		

2. Annual Report. Printed annual report of the Board.

Volume on hand: 1 foot
Annual accumulation: 1"

- a. Record set.

PERMANENT. Transfer directly to the National Archives every 20 years. (i.e. -transfer a set of all reports from 1973 to 1992 in 1993).

- b. All other copies.

Destroy when no longer needed.

3. Evaluation Files. Arranged by language of broadcast. Correspondence and reports relating to Board oversight and evaluation of broadcasts.

Volume on hand: 3 feet
Annual accumulation: 1 foot

PERMANENT. ~~See every 20 years and transfer~~
~~to~~ Transfer ^{directly} to the National Archives when 20 years old.

4. Congressional Files. Arranged by name of legislator or committee. Correspondence, memorandums, and other material relating to the Board's relations with Congress.

Destroy when no longer needed.

5. Legislation Files. Arranged by fiscal year of appropriation or specific piece of legislation. Copies of bills, committee reports, correspondence, and other material relating to legislation affecting the Board.

Destroy when no longer needed.

6. Radio Free Europe/Radio Liberty Research. Arranged by language of broadcast. Reports of research prepared by RFE/RL.

Destroy when no longer needed.

EXECUTIVE DIRECTOR

7. Subject Files. Arranged by subject. Correspondence, memorandums, reports, telegrams, notes, and other material. Files relate to the plans, policies, operations, and activities of the Board.

Volume on hand: 3-4 feet
Annual accumulation: 1 foot

PERMANENT. Cut off ^{every 5 years} ~~every 5 years~~ and transfer to WNRC. Transfer to the National Archives when 20 years old.

EXECUTIVE SECRETARY

8. Subject Files. Arranged by subject. Memorandums, correspondence, reports, telegrams, notes, and other documentation. Files relate to the operations and activities of the Board.

Volume on hand: 3-4 feet
Annual accumulation: 1 foot

PERMANENT. Cut off every ⁵ years and transfer to WNRC. Transfer to the National Archives when 20 years old.

ADMINISTRATIVE MANAGER

9. Subject Files. Arranged by subject filing system. Correspondence, memorandums, reports, telegrams, and other material. Files relate to administrative support of the Board.

Destroy when 2 years old, or when no longer needed, whichever is sooner, except for **Official Personnel Folders**, filed under PER. OPFs should be handled as required by GRS 1, Item 1.

GENERAL COUNSEL and STAFF

10. Subject Files. Arranged by staff member and thereunder by subject. Memorandums, reports, telegrams, notes, correspondence, and other material. Files cover all aspects of the work of the Board.

a. Substantive policy files.

Volume on hand: 25 feet
Annual accumulation: 5 feet

PERMANENT. Cut off every ⁵ years and transfer to WNRC. Transfer to the National Archives when 20 years old.

b. Routine and facilitative files.

Destroy when no longer needed but not more than 3 years old.